App. F. IX-4

1935-6
(C.S)

File No. 35-35
Serial Nos. 1-2

Previous References

Later References
C. 1 103-35 (1-4)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-2

Part B for June 36

SUBJECT.

Rules for the preservation and destruction of Records in the office of Registrar of Cooperative Societies.

G.O. No 059523 dt 30-3-36
to Regr. dt. 1-4-36 (Compln.
to govt

Approve, with certain modifications
suggested

Rules for the preservation and destruction of records

2469

General and Revenue Secretariat G.S. File No. 50 of 1935. [App. F. III—2

Serial No.

Letter No 2887 dated the 28th Nov 1935 from the Registrar of Co-operative Societies forwarding for approval revised rules for the preservation and destruction of records in his office of the Subordinate Offices. The rules have been passed at the last departmental Conference.

The Comptroller may be consulted unofficially in the matter of the period of preservation of the records.

by 10/1/36

Memo No. M3 7435 36

11-1-1936

Forwarded, with compliments, to the Comptroller to Govt for favour of opinion in regard to the books &c relating to accounts.

By Order,

Subbarayappa

11/1/36. For Chief Secy to Govt

THE CONTROLLER 604/SH 11 1936 B II

U.O.No.658/74/BII Dated: 20th February 1936.

Returned with compliments.

2. The period of preservation of the records referred to in the list furnished by the Registrar of Cooperative Societies may be fixed as under:-

Items.	Remarks.
Serial Nos. 1 to 10.	May be preserved permanently as suggested by the Registrar.
" 11 to 15.	The periods proposed by the Registrar are in accordance with Article 39A(b) of M.C.A.C. Vol.I and so they may be adopted.

NOTE—Contn Sheet.

WD 03504—GPB—30,000—13-7-35

16. (Loan Ledger).	The Loan Ledgers may be preserved for a period of 3 years after the final discharge of the Loan (vide Section D in the rules proposed by the Registrar).
17. (Periodical returns).	Registrar's proposal may be approved.
18. (Aministrative reports).	May be preserved permanently as in the case of the Administrative reports of P.W.D.
20. (Order Books).	Order books relating to appointments, sanction of leave, increments, etc, are to be preserved for the same number of years as in the case of Acquittance Rolls i.e., 40 years.
22 (Contingent Order books and vouchers).	Sub vouchers are to be destroyed after a lapse of three years (Article 117 A(3) of M.C.A.C. Vol.I) and so the Order books may be preserved for a period of three years.
23 (Attendance Registers,etc).	They may be preserved for a period of three years.
26.(papers relating to the grant of casual leave to officers).	May be preserved for two years (vide G.O.No.R.S.945-47/Ry 23-7-G dated 1-11-1934).
27. (Tour programme and reviews thereon).	Travelling allowance bills are to be preserved for 5 years (Article 39A of M.C.A.C. Vol.I) and so the Tour Programms may also be preserved for five years.
Records relating to disputes under the Regulation.	The procedure adopted in the Civil Courts may be ascertained and the same followed.

In all cases not referred to above the periods proposed by the Registrar may be adopted.

CHIEF SECRETARY R.S. 25 FEB. 1936

Comptroller.

S.S.

Submitted for orders whether ~~[illegible]~~ the Registrar of the High Court may be empirically caution re the preservation of record relating to disputes under the Regulation

26/2/36

Not necessary. The Registrar's proposals are suitable. Draft approving may be put up.

26/2/36

2469 3

General and Revenue Secretariat — File No. 50 of 1935. — [App. F. III—2

Serial No.

3 - MAR 1936
40

Draft, & Orders for approval
4/3/36 (Gen. Secy) dcg 2/3/36

As the Comptroller suggests some alterations it is desirable to consult the Registrar of the High Court in the matter. Please do so.
hw
3/3

Revenue 19 1935-36.
4.3.1936

Forwarded, with compliments, to the Registrar of the High Court of Mysore for favour of opinion.

By Order,
Seshadrayappa
for Gen' Secy to Govt.
3/3/36

REGISTRAR, HIGH COURT
4 - MAR. 1936
OF MYSORE.

Returned with compliments. I presume it is the opinion of the Registrar of Co-operative Societies that is wanted. If any opinion is wanted, please let me know on what points I have to offer opinion.

Narasimhaiya
Registrar High Court
5.3.36.

It is the opinion of the Registrar of the High Court that is wanted on the proposals of the Registrar of Co-operative Societies regarding the preservation and destruction of records relating to disputes under the Co-operative Regulation. The point on which the opinion is required is as to the procedure adopted in the Civil courts re preservation and destruction of records relating to suits. The Registrar will, if approved, be informed accordingly.

5 MAR 1936
15

NOTE—Contin Sheet.

WD 03594—GPB—30,000—18-7-35

Gen. Secy) Please see Regr C.S.'s opn on 11/3 dcg 5/3/36

Revised rules for the preservation and destruction of records in the office of the Regr. of C.S.

File No. of 193 .

General and Revenue Secretariat

Forwarded, with compliments, to the Registrar of Co-operative Societies in Mysore for favour of opinion.

Sd/- Subbarayappa
for Genl Secy to Govt.

11/3/36.

No ans 2098 (F 35-36)
11.3.36

GENERAL SECRETARIAT
16 MAR. 1936
CS

Recd Mys 17/3/36

5285 CS 16/3/36

Returned herewith. The suggestions of the Comptroller may be adopted.

Sd/- S. Shamiah
Registrar of Co-operative Societies
16/3/36.

The proposals as modified may be approved

Sd 16/3

Secd Member

OFFICE OF THE SECOND MEMBER OF COUNCIL
17 MAR 1936
No. 7165

Sd 19/3/36

Sd 19/3

Draft

Sd 19/3/36

Submitted for orders whether the draft G.O. in the file which has been approved by the Hon Secy may issue

Sd 20/3/36

yes Sd 23/3/36

25 MAR. 1936
GENL & REV. SECTT

G.O. No D 5952-3 dated 30/3/36 framed the proposals with certain modifications

Sd 26/3/36

GENL. & REV. SECTT

No. 2887 C.S.
End (1).

Telegraphic Address:
"CO-OPERT"
BANGALORE

GOVERNMENT OF MYSORE.

DEPARTMENT OF CO-OPERATION.

OFFICE OF THE REGISTRAR OF CO OPERATIVE SOCIETIES IN MYSORE.

Dated, Bangalore, 26th November 1935.

From

GULAM MOHIYUDDIN MEHKRI, ESQ., B.A., LL.B.,
Registrar of Co operative Societies in Mysore,
Bangalore.

To

The Hon'ble Mr. M. Venkatesa Iyengar, Esq., M.A.,
General Secretary to the Government
of Mysore, Bangalore.

GENERAL SECRETARIAT
27 NOV 1935

Sir,

I have the honour to forward, herewith, the revised Rules for the Preservation and Destruction of Records in my office and in those subordinate to me passed at the last Conference of Departmental Officers and to request that early approval of Government may kindly be obtained for the same.

I have the honour to be,
Sir,
Your most obedient servant,

M. G. M.
Registrar.

L.S.31/10.

Rules for the sorting, preservation, and destruction of Records in the Office of the Registrar of Co-operative Societies and the Offices subordinate thereto.

****

Files of Societies:- With a view to prevent the undue accumulation of obsolete records in the files of societies, it was agreed that the following classification of papers in societies' files ~~may~~ will be adopted and the file of each society ~~may~~ will be arranged under the following heads:

Constitution:- In this Section, the organization papers, Bye-laws, Subsidiary Rules, Proceedings of General Meetings, relating to the amendment of byelaws, and subsidiary rules or byelaws should be arranged in chronological order. When amendments to the original bye-laws are registered, the amendments should be recorded in the original byelaws under the initials of the Officer approving the amendment and the number and date of Memo approving the amendment should also be noted. This Section should be preserved permanently.

Reports of enquiries into the constitution, working and financial condition of societies under Section 35, or of inspections under Section 36, or 36 A. of the Co-operative Societies' Regulations, orders re: supercession of committees under Section 38 A. or of winding up and liquidation under Section39 and 42 of the Regulation should also be kept in this Section. Papers re: sanction for the utilisation of the reserve fund should also be kept in this Section.

B.(i). In this Section, inspection and audit reports, financial statements and reviews and orders thereon and correspondence relating to the same should be arranged in chronological order. These should be preserved permanently in the Registrar's Office and for six years in the subordinate offices.

Before the records are destroyed, however, in the subordinate offices, it should be ascertained by reference to the Registrar's office whether the records proposed to be destroyed are in the file of the Registrar's Office. If so, they may be destroyed, if not,

not, such records should be transferred to the Registrar's Office instead of being destroyed.

B.(ii). Enquiries regarding complaints about mismanagement, criminal offences,etc., should be arranged separately under this sub-section. These records should be preserved for at least three years after final disposal of the subject matter.

C. In this Section, proceedings of the monthly meetings, monthly accounts, reminders and miscellaneous correspondence thereon should be filed in chronological order. These papers ~~may~~ shall be preserved for three years only.

D. Loan Section:- If the society obtains loans from different sources, separate sections should be maintained for each source, for example, Apex Bank, Government etc. All correspondence relating to the loans from the commencement to the final disposal or discharge of the loan should be arranged in this Section. The papers should be preserved for a period of three years after the final discharge of the loan in question.

It was considered necessary that the Officer should note the Section in which the paper should be preserved in the Tappal Stage and that all papers should be worked up with files.

It was resolved that the following papers and records shall be preserved for the periods noted against them:-

Sl. No.	Description of paper.	No.of official years for which they should be preserved.
1.	Circulars,Rules, Books and printed papers of importance which are still in force.	Permanent.
2.	Circular orders of permanent interest issued by the Registrar.and Assistant Registrars to the subordinates and societies.	do.
3.	Registers, Lists and Indexes of Records received,preserved and destroyed from time to time.	do.

4.	All "From" and "To" Registers ..	Permanent.
5.	Statements, reports and miscellaneous papers containing information of permanent interest regarding the economic conditions, indebtedness etc., of the people, Malnad Debt Survey, Mysore Co-operative Committee etc.	do.
6.	Standing Orders of Government relating to the working of the Department.	do.
7.	Register of Societies registered and cancelled.	do.
8.	Cash Book	do.
9.	File Index Register ..	do.
10.	Receipt and Issue Registers of Library Books	do.
11.	Schedule of Establishment	40 years.
12.	Acquittance Rolls (both pay and T.A.)	40 years.
13.	Establishment files	35 years.
14.	Contingent Registers and Draft T.A.Bills	5 years.
15.	Service Registers, Character Books and Personal Files of Officers, containing papers re: appointment, promotions, privilege leave, etc., punishments, transfers, reviews or orders regarding his work and other important correspondence.	Upto 3 years after the resignation or discharge of the official, and in case of Service Books & Pension cases, till death or disposal of pension claims whichever is later.
16.	Loan ledger	3 years. after the final discharge of the loan
17.	Periodical returns and reports and office copies of reports submitted to Government.	3 years.
18.	Administration Reports of Division Offices	~~do.~~ → Permanent
19.	Diaries of Assistant Registrars and Inspectors and reviews thereon ..	2 years.
20.	Order Books re. appointment, sanction of leave increment etc ..	~~do.~~ → 60 years
21.	Comptroller's statement of balances outstanding on 30th June each year on account of Government loans to societies ..	2 years ~~do.~~
22.	Contingent Order Books and Vouchers re: contingent expenditure. ..	~~do.~~ → 3 years
23.	Attendance Registers of Officials, local Delivery Book, Tappal Book, Service Stamps Account Registers etc. ..	do. → 3 years
24.	Papers connected with the interpellations and subjects in the Representative Assembly and Legislative Council. ..	2 years ~~do.~~
25.	Circular Orders other than those of permanent interest issued by the Registrar	

Registrar and Assistant Registrars to the Inspectors and societies. ..		2 years.
26. Papers relating to the grant of casual leave to Officers.	~~1 year.~~	2 years
27. Tour Programmes and reviews thereon.	~~1 year.~~	5 years

==========

Records relating to Disputes under the Regulation.

It was resolved that the records relating to Disputes under the Co-operative Societies' Regulation ~~be~~ shall be sorted and preserved as follows:-

A.File: This shall contain the undermentioned papers pertaining to the dispute and shall be preserved permanently.

1. Table of contents.
2. The Order Sheet.
3. The plaint copy.
4. Judgment or final order.
5. Award or Decree.
6. Suit Bond.
7. Copy of any judgment or order passed on appeal or revision.

B.File: This shall contain the following and shall be destroyed after 5 years after the final satisfaction of the decree passed in that Suit:-

Summons, process, replies thereto, written statements, documents admitted in evidence, all the evidence oral or documentary upon which the subject matter is decided, petitions relating to the attendance of witnesses, adjournments, proceedings, calling for or sending paper or papers re: execution of decree and all other papers not specified as included in the A. File.

All the Registers in the Suits Section should be preserved permanently.

****

31/10.

Registrar.

G. R. S. App. F VI—G 2]

5

SUBJECT .....

.....

4 copies

.....

Diary No. of letter replied to .....

Section b.S.

File No. SD-35

Serial No. 2

General and Revenue Secretariat

( )

the *193* .

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 31.2.36 193 .

Signed by Mbr: DCS

Read— Letter No 2887/Cs. dated the 28th Nov 1935 from the Registrar Cs. forwarding for the Govt revised rules for the preservation and destruction of records in his office and in the offices subordinate to him, ~~Order thereon—No.~~ ~~dated the last~~ ~~enclosures & letter from offices.~~

G. O. Not No 697 dated the 25th Feb 1936 from the Comptroller to Govt forwarding his remarks on the proposals of the Registrar.

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette Kannada Part ?

6

b.s. in regard to the [illegible]
of certain rec[illegible]

Ltr. dated [illegible]
Regrets agreeing
to modifications
made by the Comptr.

Order D-5952-53. dt 30.3.36.

The proposals of the Registrar are
approved with the modifications
suggested by the Comptroller

The rules as finally approved
are approved to this order

please type the rule
omitting the portion marked
(Q)

and [illegible]
Secy 2/3/36 Secretary

To The Registrar G.
The Comptroller

List of Enclosure

Copied by [illegible]

Examined by

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

Read:-

Letter No.2887/C.S. dated the 26th November 1935 from the Registrar of Co-operative Societies, forwarding for approval of Government revised rules for the preservation and destruction of records in his office and in the offices subordinate to him.

2. Unofficial Note No.697/Spl. dated the 25th February 1936 from the Comptroller to Government, forwarding his remarks on the proposals of the Registrar.

3. Unofficial note from the Registrar of Co-operative Societies agreeing to the ~~xxx~~ modifications suggested by the Comptroller.

- - - - - - - - -

ORDER NO: D. 5952-53/C.S. 50-35-2

Dated, Bangalore, the 30th March 1936.

The proposals of the Registrar are approved with the modifications suggested by the Comptroller.

The rules as finally approved are appended to this Order.

Sd. M. Venkatesa Iyengar
Secretary to Government.

By General Secretary to Government.

To

The Registrar of Co-operative Societies in Mysore.

" Comptroller to Government.

Spare Copies

S.R.4/Encs.4

For the Secy to Govt

Rules for the sorting, preservation and destruction of Records in the Office of the Registrar of Co-operative Societies and the Offices subordinate thereto.

* * * * * *

Files of Societies:- With a view to prevent the undue accumulation of obsolete records in the files of societies, the following classification of papers in societies' files will be adopted and the file of each society will be arranged under the following heads:-

A. Constitution:- The organisation papers, Bye-laws, Subsidiary Rules, Proceedings of General Meetings, relating to the amendment of byelaws and subsidiary rules or byelaws should be arranged in chronological order. When amendments to the original byelaws are registered, the amendments should be recorded in the original byelaws under the initials of the Officer approving the amendment and the number and date of Memo approving the amendment should be also be noted. This Section should be preserved permanently.

Reports of enquiries into the constitution, working and financial condition of societies under Section 35, or of inspections under Section 36, or 36 A of the Co-operative Societies' Regulation, orders Regarding supercession of committees under Section 38 A or of winding up and liquidation under Section 39 and 42 of the Regulation should also be kept in this Section. Papers regarding sanction for the utilisation of the reserve fund should also be kept in this Section.

B.(i)- Inspection and audit reports, financial statements and reviews and orders thereon and correspondence relating to the same should be arranged in chronological order. These should be preserved permanently in the Registrar's Office and for six years in the subordinate offices.

Before the records are destroyed, however, in the subordinate offices, it should be ascertained by reference to the Registrar's office whether the records proposed to be destroyed are in the file of the Registrar's Office. If so, they may be destroyed, if not, such records should be transferred to the Registrar's Office instead of being destroyed.

B.(ii).- Enquiries regarding complaints about mismanagement, criminal offences etc., should be arranged separately under this sub-section. These records should be preserved for at least three years after final disposal of the subject matter.

C. Proceedings of the monthly meetings, monthly accounts, reminders and miscellaneous correspondence thereon should be filed in chronological order. These papers shall be preserved for three years only.

D. Loan Section.- If the society obtains loans from different sources, separate sections should be maintained for each source, for example, Apex Bank, Government etc. All correspondence relating to the loans from the commencement to the final disposal or discharge of the loan should be arranged in this Section. The papers should be preserved for a period of three years after the final discharge of theloan in question.

The Officer should note the Section in which the paper should be preserved in the Tappal Stage and that all papers should be worked up with files.

The following papers and records shall be preserved for the periods noted against them:-

p.t.o.

Sl No.	Description of paper.	No.of official years for which they should be preserved.
1.	Circulars, Rules, Books and printed papers of importance which are still in force.	Permanent.
2.	Circular orders of permanent interest issued by the Registrar and Assistant Registrars to the subordinates and societies.	-Do-
3.	Registers, Lists and Indexes of Records received, preserved and destroyed from time to time.	-Do-
4.	All "From" and "To" Registers.	-Do-
5.	Statements, reports and miscellaneous papers containing information of permanent interest regarding the economic conditions, indebtedness etc., of the people, Malnad Debt Survey, Mysore Co-operative Committee etc.	-Do-
6.	Standing orders of Government relating to the working of the Department.	-Do-
7.	Register of Societies registered and cancelled.	-Do-
8.	Cash Book.	-Do-
9.	File Index Register.	-Do-
10.	Receipt and issue Registers of Library Books.	-Do-
11.	Schedule of Establishment.	40 years.
12.	Acquittance Rolls (both pay and travelling allowance).	40 years.
13.	Establishment files.	35 years.
14.	Contingent Registers and Draft Travelling Allowance Bills.	5 years.
15.	Service Registers, Character Books and Personal Files of Officers, containing papers regarding appointment, promotions, privilege leave etc., punishments, transfers, reviews or orders regarding his work and other important correspondence.	Up to 3 years after the resignation or discharge of the official and in case of Service Books and Pension cases, till death or disposal of pension claims whichever is later.
16.	Loan Ledger.	3 years after the final discharge of the loan.
17.	Periodical returns and reports and office copies of reports submitted to Government.	3 years.

10

18.	Administration Reports of Division Offices.	Permanent.
19.	Diaries of Assistant Registrars and Inspectors and reviews thereon.	2 years.
20.	Order Books regarding appointments, sanction of leave, increments etc.	40 years.
21.	Comptroller's statement of balances outstanding on 30th June each year on account of Government loans to societies.	2 years.
22.	Contingent Order Books and Vouchers regarding contingent expenditure.	3 years.
23.	Attendance Registers of Officials, local Delivery Book, Tappal Book, Service Stamps Account Registers etc.	3 years.
24.	Papers connected with the interpellations and subjects in the Representative Assembly and Legislative Council.	2 years.
25.	Circular Orders other than those of permanent interest issued by the Registrar and Assistant Registrars to the Inspectors and societies.	2 years.
26.	Papers relating to the grant of casual leave to Officers.	2 years.
27.	Tour programme and reviews thereon.	5 years.

Records relating to Disputes under the Regulation.

The records relating to Disputes under the Co-operative Societies' Regulation shall be sorted and preserved as follows:-

A. File:- This shall contain the undermentioned papers pertaining to the dispute and shall be preserved permanently.

1. Table of contents.
2. The Order Sheet.
3. The plaint copy.
4. Judgment or final order.
5. Award or Decree.
6. Suit Bond.
7. Copy of any judgment or order passed on appeal or revision.

B. File.- This shall contain the following and shall be destroyed after 5 years after the final satisfaction of the decree passed in that suit:-

Summons, process, replies thereto, written statements, documents admitted in evidence, all the evidence oral or documentary upon which the subject matter is decided, petitions relating to the attendance of witnesses, adjournments, proceedings, calling for or sending paper or papers regarding execution of decree and all other papers not specified as included in the A File.

All the Registers in the Suits Section should be preserved permanently.

- - - - - -

By Command

for General Secretary to Government.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

14-12-36.

~~Rules for the~~ preservation and destruction of Records in the Co-operative Dept.

Approves with certain modifications the revised rules for the ~~x~~ proposed by the Registrar of Co-operative Societies.

G. O. No. ~~R.E.~~ D. 5952-3/CS. 50-37-2 DATED 30-3-1936

May this be

i. printed? Yes

ii. treated as a standing order? Yes

iii published in the Gazette English Part? No

iv. translated? No

v. placed at the disposal of the press? No

vi. published in the Gazette Kannada Part? No. 150 Copies

Subs. for appl.
Ky. 15
2/4/36

2/4/36

S.O.

Government of his highness the Maharaja of Mysore

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. D. 5952-3—C. S. 50-35-2, dated 30th March 1936.

Preservation and Destruction of Records in the Co-operative Department.

Approves with certain modifications the revised rules for the —— proposed by the Registrar of Co-operative Societies.

READ—

Letter No. 2387—C. S., dated the 26th November 1935, from the Registrar of Co-operative Societies, forwarding for approval of Government, revised rules for the preservation and destruction of records in his office and in the offices subordinate to him.

2. Unofficial Note No. 697—Spl., dated the 25th February 1936, from the Comptroller to Government, forwarding his remarks on the proposals of the Registrar.

3. Unofficial note from the Registrar of Co-operative Societies, agreeing to the modifications suggested by the Comptroller.

ORDER No. D. 5952-3—C. S. 50-35-2, DATED BANGALORE, THE 30TH MARCH 1936.

The proposals of the Registrar are approved with the modifications suggested by the Comptroller.

The rules, as finally approved, are appended to this order.

M. VENKATESA IYENGAR,
Secretary to Government,
General Department.

To—The Registrar of Co-operative Societies in Mysore.
The Comptroller to Government.

Exd.—C. K.

WD 1805-GPB—875—17-4-36

No. D. 5952-3—C. S. 50-35-2, dated 30th March 1936.

RULES FOR THE SORTING, PRESERVATION AND DESTRUCTION OF RECORDS IN THE OFFICE OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES AND THE OFFICES SUBORDINATE THERETO.

Files of Societies.—With a view to prevent the undue accumulation of obsolete records in the files of societies, the following classification of papers in societies' files will be adopted and the file of each society will be arranged under the following heads :—

A. Constitution.—The organisation papers, Bye-laws, Subsidiary Rules, Proceedings of General Meetings relating to the amendment of bye-laws and subsidiary rules or bye-laws should be arranged in chronological order. When amendments to the original bye-laws are registered, the amendments should be recorded in the original bye-laws under the initials of the Officer approving the amendment and the number and date of memo approving the amendment should also be noted. This Section should be preserved permanently.

Reports of enquiries into the constitution, working and financial condition of Societies under Section 35, or of inspections under Section 36, or 36 A of the Co-operative Societies' Regulation, orders regarding supersession of committees under Section 38-A or of winding up and liquidation under Sections 39 and 42 of the Regulation should also be kept in this Section. Papers regarding sanction for the utilisation of the reserve fund should also be kept in this Section.

B. (*i*).—Inspection and audit reports, financial statements and reviews and orders thereon and correspondence relating to the same should be arranged in chronological order. These should be preserved permanently in the Registrar's Office and for six years in the subordinate offices.

Before the records are destroyed, however, in the subordinate offices, it should be ascertained by reference to the Registrar's Office whether the records proposed to be destroyed are in the file of the Registrar's Office. If so, they may be destroyed, if not, such records should be transferred to the Registrar's Office instead of being destroyed.

B. (*ii*).—Enquiries regarding complaints about mismanagement, criminal offences, etc., should be arranged separately under this sub-section. These records should be preserved for at least three years after final disposal of the subject matter.

C.—Proceedings of the monthly meetings, monthly accounts, reminders and miscellaneous correspondence thereon should be filed in chronological order. These papers shall be preserved for three years only.

D.—Loan Section.—If the Society obtains loans from different sources, separate sections should be maintained for each source; for example, Apex Bank, Government, etc. All correspondence relating to the loans from the commencement to the final disposal or discharge of the loan should be arranged in this Section. The papers should be preserved for a period of three years after the final discharge of the loan in question.

The Officer should note the Section in which the paper should be preserved in the Tappal stage and that all paper should be worked up with files.

NO. D. 5952-3—C. S. 50-35-2, DATED 30TH MARCH 1936.

The following papers and records shall be preserved for the periods noted against them :—

Serial No.	Description of paper	Number of official years for which they should be preserved
1	Circulars, Rules, Books and printed papers of importance which are still in force.	Permanent
2	Circular orders of permanent interest issued by the Registrar and Assistant Registrars to the subordinates and Societies.	Do
3	Registers, Lists and Indexes of Records received, preserved and destroyed from time to time.	Do
4	All "From" and "To" Registers	Do
5	Statements, reports and miscellaneous papers containing information of permanent interest regarding the economic conditions, indebtedness, etc., of the people, Malnad Debt Survey, Mysore Co-operative Committee, etc.	Do
6	Standing orders of Government relating to the working of the Department.	Do
7	Register of Societies registered and cancelled ...	Do
8	Cash Book	Do
9	File Index Register	Do
10	Receipt and Issue Registers of Library Books ...	Do
11	Schedule of Establishment	Forty years
12	Acquittance Rolls (both pay and travelling allowance) ...	Do
13	Establishment files	Thirty five years
14	Contingent Registers and Draft Travelling Allowance Bills ...	Five years
15	Service Registers, Character Books and Personal Files of Officers containing papers regarding appointment, promotions, privilege leave, etc., punishments, transfers, reviews or orders regarding his work and other important correspondence.	Up to three years after the resignation or discharge of the official and in case of Service Books and Pension cases, till death or disposal of pension claims whichever is later.
16	Loan Ledger	Three years after the final discharge of the loan.
17	Periodical returns and reports and office copies of reports submitted to Government.	Three years
18	Administration Reports of Division Offices	Permanent
19	Diaries of Assistant Registrars and Inspectors and reviews thereon.	Two years
20	Order books regarding appointments, sanction of leave, increments, etc.	Forty years
21	Comptroller's statement of balances outstanding on 30th June each year on account of Government loans to societies	Two years
22	Contingent order books and vouchers regarding contingent expenditure.	Three years
23	Attendance Registers of Officials, local Delivery Book, Tappal Book, Service Stamps Account Registers, etc.	Do
24	Papers connected with the interpellations and subjects in the Representative Assembly and Legislative Council.	Two years
25	Circular Orders other than those of permanent interest issued by the Registrar and Assistant Registrars to the Inspectors and Societies.	Do
26	Papers relating to the grant of casual leave to Officers ...	Do
27	Tour programme and reviews thereon	Five years

Records relating to Disputes under the Regulation.

The records relating to disputes under the Co-operative Societies' Regulation shall be sorted and preserved as follows :—

'*A*' *File.*—This shall contain the undermentioned papers pertaining to the dispute and shall be preserved permanently.—

1. Table of contents.
2. The Order Sheet.
3. The plaint copy.
4. Judgment or final order.
5. Award or Decree.
6. Suit Bond.
7. Copy of any judgment or order passed on appeal or revision.

'*B*' *File.*—This shall contain the following, and shall be destroyed after five years after the final satisfaction of the decree passed in that suit :—

Summons, process, replies thereto, written statements, documents admitted in evidence, all the evidence, oral or documentary upon which the subject matter is decided, petitions relating to the attendance of witnesses, adjournments, proceedings, calling for or sending paper or papers regarding execution of decree and all other papers not specified as included in the 'A' File.

All the Registers in the Suits Section should be preserved permanently.